***FOR OFFICE USE ONLY***		***FOR OFFICE USE ONLY***
	_	Application Approved:
Board of Intrp. for Deaf Checklist		License Number:
☐ Endorsement ☐ Examination ☐ RID Certified ☐ State Screened		Issue Date:
App. & Fee Special	STATE OF WISLAND	Temp. Permit #:
☐ Date: Check ☐ Birth Certificate/Legal Entry		Issue Date:
☐ Photo		
☐ 3 Letters of Reference ☐ Coursework (if State Screened)		Signature of Board Administrator
Lic. Verification from other States	The state of the s	ID#:
SSN Verification	3040	Receipt #:
	Rhode Island	
Dear		o Doof
Board	d of Interpreters for the	e Dear
	Room 104 3 Capitol Hill	
	Providence, RI 02908-5097	
	,	_
<i>Instr</i>	uctions and Application	on For
	Interpreter License	
	Transliterator Licens	е
'   <sub> </sub>	Tomoromilioonoo	
	Temporary License	
me		
ug Z	Certified State	Screened
	Examination	
	□ Endorsoment	
	Endorsement	

Applicant - Print Name (First/MI/Last)

Phone: (401) 222-2828 TTY/TDD: (800) 745-5555 Fax: (401) 222-1272

### **GENERAL INFORMATION**

### **Enclosures**

The following materials and information should be enclosed within this application packet:

Application Process Overview	. 3
Instructions for Completing Application	.4
Application Materials	
Application	. 5-8
Application Checklist	. 9
Interstate Verification Form - Other State License(s)	. 10
Mandatory Addendum to Application (Social Security Number Verification Form)	. 11

### **License Requirements**

- Fee of \$37.50 for Interpreter or Transliterator (If applying for both licenses, the fee is \$75.00)
- Recent passport type photograph (Approx 2" X 2" head and shoulder view).
- Birth certificate (*original or a copy notarized as being a true copy of the original*), or if born outside the United States, proof of citizenship or lawful alien status, (*original or a copy notarized as being a true copy of the original*).
- Registry of Interpreters for the Deaf (RID) certification or state screening, sent directly from RID or the state to the Board
- If application is by a <u>state screening</u>, evidence of successful completion of the RID generalist written exam is required <u>OR</u> evidence of completion of coursework in ASL, Deaf Culture and the Code of Ethics is required (refer to Section 2.2 (d) of the Regulations).
- License Verifications from the state(s) in which applicant holds or has held a license (Endorsement applicants only).
- Three (3) statements of recommendation. Two (2) must be from deaf consumers attesting to your ethical behavior and skills. NOTE: For individuals applying for both an interpreter <u>AND</u> transliterator license, the two (2) letters of recommendation from consumers attesting to your ethical behavior and skills must be submitted for <u>EACH</u> license (for a total of five (5) letters).
- Mandatory Addendum to License Application "Verification of Social Security Number" form (page 11).

### **Temporary License Requirements**

- Requirements listed above under "License Requirements".
- Fee of \$37.50 for Interpreter or Transliterator.
- Verification of enrollment in an interpreter training program recognized by RID

### Rules and Regulations

The rules and regulations for licensing "Interpreters for the Deaf" can be obtained by visiting the Board page at the following web address:

http://www.health.ri.gov/hsr/professions/inter\_deaf.php

### **APPLICATION PROCESS OVERVIEW**

The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professionals Regulation, and the Rhode Island Board of Interpreters for the Deaf (Board).

### **Application Process**

In addition to the application, you must submit additional information directly to the Board. All items listed on the "checklist" (page 9) must be submitted for an application to be considered complete. All applications are considered valid for 1 year from the day they are received at HEALTH. If you do not complete the application process and obtain a license within 1 year a new application must be submitted.

Please allow a minimum of 4-8 weeks for the entire licensure process to be completed. If you have malpractice criminal or disciplinary history, in Rhode Island or another state, it can take an additional 2 or 3 months for all pertinent documentation to be received, and a decision to be made regarding issuance of your license.

Licenses will be issued within 7-10 working days following approval of the license. Wallet-sized license cards are mailed within 3 weeks from the date of issuance, and are mailed to the address furnished in the application. You are responsible for notifying the Board office, in writing, if your address changes in the interim. The Board may be emailed an address change. The email address is located at the following web site.

### http://www.health.ri.gov/hsr/professions/inter\_deaf.php

To obtain your license number prior to receiving your license card, please refer to the HEALTH Licensee Lookup web site:

http://www.health.ri.gov/hsr/professions/license.php

HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others. Once completed, the application will be reviewed, and you will be contacted in writing.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the application. If you have any questions about this application process, or would like to check on the status of your application, please contact the board staff at (401) 222-2828.

### INSTRUCTIONS FOR COMPLETING THE LICENSE/PERMIT APPLICATION

Read the following instructions and those throughout the application packet carefully before completing the application. **Only complete applications with the appropriate fee will be accepted.** Failure to submit all required information and appropriate documentation may result in processing delays.

### **General Instructions**

- 1. Make a copy of the application and forms before you begin in case you make a mistake.
- 2. Type your information or print in blue or black ball-point pen. HEALTH staff will not make assumptions about illegible information.
- 3. Provide a response to each section or question; otherwise mark "N/A" for Not Applicable.
- 4. We suggest that you make a copy of your completed application before submitting it to HEALTH.
- 5. It is your responsibility to check on the status of your application.

### **Completing your Application**

- Complete the application (pages 5-8). You must respond to <u>all</u> components of the application as instructed. If you
  attach separate pages in continuation of the application, such pages **MUST** clearly indicate the section for which such
  information is being reported.
- 2. Make check or money order (in U.S. funds only) for the application fee of \$37.50 (or \$75.00 if you are applying for Interpreter AND Transliterator) payable to Rhode Island General Treasurer and staple it to the upper left-hand corner of the first (Top) page of the application. This application fee is NON-REFUNDABLE.
- 3. **For those born in US**: An original or notarized copy of birth certificate. **For those born outside US**: An original or notarized copy of citizenship or lawful alien status.
- 4. Affix a recent **2 X 2 photo** of yourself in the space provided.
- 5. Verification of RID Certification or state screening, **sent directly** from the appropriate agency to the Board of Interpreters for the Deaf
- 6. For Temporary License Applicants, verification of enrollment in an interpreter training program recognized by RID **sent directly** from the school to the Board.
- 7. **(Endorsement Candidates):** Please send the license verification form on page 10 to all states in which **applicant** holds or has held a license. Be sure to sign and complete the identifying information on the form. HEALTH must receive these verifications **directly** from the licensing authority in each state.
- 8. Mail the application and documentation to:

Rhode Island Department of Health Board of Interpreters for the Deaf, Room 104 3 Capitol Hill Providence, RI 02908-5097



## State of Rhode Island Board of Interpreters for the Deaf

Application for License/Temporary License as an Interpreter/Transliterator for the Deaf

Refer to the	e Application I	Instructions	when c	omple	ting tl	nese fo	orms.	Туре	or ble	lock p	orint on	ily. L	Do n	ot use	felt-t	ip per	าร.		
1. Name(s)																			
This is the name that	Title (i.e., Mr., Mr	s., Ms., etc.)			_														
will be printed on your License/Permit/																			
Certificate and reported to those who	First Name									1			1			<u> </u>	1		
inquire about your License/ Permit/	Middle Name																		
Certificate. Do not use	Wildele Hame																		
nicknames, etc.	Surname, (Last N	lame)																	
	Suffix (i.e., Jr., Sr	., II, III)										_							
	Maiden, if application Name(s) und		riginally	licens	ed in	anothe	er stat	e. if di	fferer	nt fro	m abo	ve (F	First.	Middle	e. La	st).			
		20					J. 0101				۵.0	(.	,		, <u> </u>				
2. Social Security		_	1_			]		Pleas	se R	efer	to "M	anda	itory	Add	endu	m to	Lic	ense	
Number	U.S. Social Secu	rity Number			_			Appl	icatio	on" (	on the	last	pag	e of t	his a	applic	atic	n	
3. Gender	Male		Female	9															
4. Date and Place			1 9																
of Birth	Month	Day	Year									_							
	City and State; O	R Province and	Country, e	c., if <u>NO</u>	TU.S.														
5. Home																			
Address	1st Line Address	(Apartment/Suit	re/Room Nu	mber, et	c.)							_							
It is your responsibility to notify the board of all	Second Line Add	ress (Number ar	nd Street)																
address changes.	Second Line Addi	C33 (Number at	la otreet)													1_[		$\top$	
	City									State		Zip C	l ode			J L			
	Country, If NOT U	I.S.				<u> </u>	'			Posta	al Code, If	NOT L	J.S.						
			-													-			
	Home Phone									_	Home Fa	ax	_						
			<u>                                     </u>	<u>                                     </u>		<u>                                     </u>													
	Email Address (F	ormat for email	address is	Usernam	ne@dom	naın e.g. a	applican	t@isp.co	im)										
6. Business																			
Address	Name of Business	/Work Location																	
(ONLY if it is																			
RELATED to	1st Line Address	(Department/Su	uite/Room N	lumber, e	etc.)														
your license.)	Conned Line Addr	- Alumbara	od Chrook)					<u> </u>											
It is your responsibility	Second Line Addr	ess (Number ar	na Street)													٦_[			
to notify the board of all address changes.	City							<u>                                     </u>		State		Zip (	;ode			[			
-										Jiaie		(P (	Joue						
This address <u>will</u> appear on the	Country, If NOT U	.S.	<u>ı l                                     </u>	<u> </u>	- 1	<u> </u>		<u> </u>		Posta	l Code, If	NOT L	J.S.	<u> </u>		<u>1 1</u>			
Department of			$\Box$ _													7_[			
Health web site.							E. r						_						

### Applicant: Print your complete last name > 7. Preferred Please use my **Home Address** as my preferred mailing address Mailing **Address** Please use my **Business Address** as my preferred mailing address Please check ONE 8. Qualifying **Education** Type of School (University, College, Technical School, High School, etc.) Please list the name and information about the school that you attended that Name of School qualifies you for this license. Date Graduated: Degree Received (Bachelor of Arts, Master of Science, Diploma, etc.) Major 9. Other State Have you ever held, or do you currently hold, a license in another state? Yes No License(s) Please answer the If the answer to this question is "yes", enter all other state licenses in Question 10 (below): question and list state(s), if applicable 10. Licensure

List all states or countries in which you are now, or ever have been licensed to practice your profession.

State/Country:			State/Country:		
	Active	☐ Inactive		Active	☐ Inactive
	☐ Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		Active	☐ Inactive
	☐ Active	☐ Inactive		Active	☐ Inactive
	Active	☐ Inactive		☐ Active	☐ Inactive

### Applicant: Print your complete last name >

11. Criminal Convictions  Respond to the question at the top of the scatter than	Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending?	Yes	No.	0
of the section, then list any criminal conviction(s) in the space provided.  If necessary, you may continue on a separate 8½ x 11 sheet of paper.	Abbreviation of State and Conviction <sup>1</sup> (e.g. CA - Illegal Possession of a Controlled Substance):	Month	Year	]
				_
12. Disciplinary Questions Check either Yes or No for each	Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending?	Yes	No	0
question.	Have you ever been denied a license, certificate, registration or permit in any state?	Yes	N	0
	Note: If you answer "Yes" to any question, you are required to furnish complete details, includin and disposition of the matter. You may use the space below or, if needed, on a separate sheet of		, reason	_
				_
				_
				_
				_

### 13. Affidavit of Applicant

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

ı	, being first duly sworn, depose and say that I am the
	·
ŀ	person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license/permit to practice as an Interpreter or Transliterator in the State of Rhode Island.

I understand that my records are protected under the Federal and State Regulations governing Mental Health Patient Records and cannot be disclosed without my written consent unless otherwise provided in the law. I understand that my records are protected under the Federal and State Laws and Regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, and cannot be disclosed without my written consent unless otherwise provided in the regulations.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Interpreters for the Deaf of any change in the answers to these questions after this application and this affidavit is signed.

Signature of Applicant	Date of Signature (MM/DD/YY)

, 20_	, by	
who is personally known to	me or has produced	
as documentation and did / o	did not take an oath.	
		•
Name of Notary (Print, Type or Stamp)	Signature of Notary	Notary Seal
Notary No/Commission No.	Commission Expiration Date (MM/DD/YY)	

### 14. Recent Photograph

Securely tape or glue in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.





Write your name on the back of the photograph, and provide the date that the photograph was taken.

Date of Photograph

### **APPLICATION CHECKLIST**

Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

<b>Board</b>	<u>Applica</u>	<u>tion</u>
	I have r	read and understand the "Instructions for Completing the Application".
	I have o	completed the Rhode Island Board application as instructed (pages 5-8).
	I have a	attached the cover page of the application.
	I have o	completed Section 13, "Affidavit of Applicant", and had the form notarized by a notary public.
		attached a photograph to Section 14, "Recent Photograph" as instructed. I have verified that it meets the raph requirements as stated in the application.
	outside	attached a birth certificate ( <i>original or a copy notarized as being a true copy of the original)</i> , or if born the United States, proof of citizenship or lawful alien status, ( <i>original or a copy notarized as being a true of the original</i> ), and understand that submitted documents will not be returned.
	Treasu	made a <b>check</b> or <b>money order</b> (preferred), payable (in U.S. funds only) to the " <i>Rhode Island General trer</i> " in the amount of \$37.50 (\$75 for both Interpreter and Transliterator) and attached it to the upper left orner of the first (Top) page of the application.
	I have a	arranged my Board Application materials in the following order.
	1.	Fee (attached as instructed).
	2.	Board Application (including cover page) and pages 5-8.
	3.	Supporting documentation as required. [ <b>Note:</b> Pages containing additional information in continuation of the Board application] MUST indicate the section for which the information is being reported.]
	I have r	mailed the above application materials directly to the Rhode Island Board of Interpreters for the Deaf.
<u>Requir</u>	ed Forn	<u>1s</u>
	I have o	completed and mailed the following forms as instructed.
	1.	Interstate Verification Form(s) - Other State License(s) (Endorsement Applicants ONLY).
	2.	I have completed and attached the "Mandatory Addendum to License Application - Social Security Number Verification Form" (page 11) to my application as instructed.
Other I	<u>Docume</u>	<u>nts</u>
	I have r	requested that my RID certification, or state screening, be sent directly to the Board as instructed.
		ying for a temporary license - I have requested program enrollment verfication be sent directly to the as instructed.

Substitute forms are not acceptable, copy this form as needed.



### Rhode Island Board of Interpreters for the Deaf

Room 104, 3 Capitol Hill Providence, RI 02908-5097 (401) 222-2828

### INTERSTATE VERIFICATION FORM - OTHER STATE LICENSE(S)

I am applying for a license to practice as an Interpreter for the Deaf/Transliterator in the State of Rhode Island. The Rhode Island Board of Interpreters for the Deaf requires that the following form be completed by the jurisdiction(s) in which I hold or have held a license. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board at the above address. Print/Type Full Name Signature Date Previous Names Used Social Security Number Date of Birth License Number Date Issued THIS SECTION TO BE COMPLETED BY THE INTERPRETERS FOR THE DEAF BOARD Licensed by Examination? Applicant is certified by RID or State Screened: ☐ Yes □ No ☐ No □ Yes Original Date Issued: **Expiration Date:** License Status: Active Inactive Lapsed Questions: 1. Has this licensee ever been investigated by your Board? ☐ Yes □ No 2. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending? Yes □ No 3. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed ☐ Yes ☐ No on probation? 4. Do you know of any information that may discredit this person? Yes If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.). Certification: Signature Date Type or Print Name Please Affix **Board Seal Here** Title Full Name of Licensing Board Please return directly to the Board at the above address. Thank you for your prompt cooperation.



# Rhode Island Department of Health 3 Capitol Hill, Providence RI, 02908-5097 MANDATORY ADDENDUM TO LICENSE APPLICATION Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (herein after called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number, or Federal Tax Identification Number (for businesses) as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license.

	Licens	ee Declaration				
I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.						
I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the tax administrator.						
	I am currently pursuing admini	strative review of taxes owed to the state.				
	I am in federal bankruptcy.	(Case #)				
	I am in state receivership.	(Case #)				
	I have been discharged from ba	nkruptcy. (Case #)				
Type of	Professional License for which you are ap	plying.				
Full N	ame (Please Print or Type)	Social Security Number				
Signa	ture	Phone Number (including area code if not 401)				
Date	This form must be completed, signed an	nd attached to your license application for processing.				